



SECTION: EMPLOYEES

POLICY: 338

**TITLE: SABBATICAL LEAVE FOR
WASA EMPLOYEES**

ORIGINAL: February 27, 2012
CURRENT REVISION: June 6, 2022
**LAST REVIEWED BY THE
COMMITTEE:**

I. PURPOSE

None.

II. DEFINITIONS

None.

III. POLICY

- A. In addition to complying with the provisions of the School Code of 1949, as amended, with respect to sabbatical leaves of absence, an employee who is a member of the Wissahickon Administrators and Supervisors Association (“WASA”) and/or is subject to the terms of an administrative compensation and fringe benefits plan between the Wissahickon School District and WASA shall meet the following requirements:
- a. A leave of absence for professional development shall be directly related to the applicant’s professional responsibilities as determined by the Board of School Directors and shall be restricted to activities required by regulations of the Pennsylvania Department of Education and by the laws of this Commonwealth for a professional certificate or commission or to improve professional competency. All requests for a leave of absence for professional development shall be subject to review and authorization by the Board of School Directors, which shall have sole authority to adopt and enforce policy establishing the conditions for approval of such leave.
 - b. The employee requesting a leave of absence for professional development shall submit to the Superintendent a detailed plan describing the professional development activities to be undertaken. The Superintendent shall submit both the request and the Superintendent’s recommendation on the request to the Board. The Board shall be authorized to approve or reject the plan, consistent with its written policy.
- B. Applications for sabbatical/professional development leaves shall be submitted in writing to the Superintendent’s office on or before March 1 for any leave to take place during the following school year. Exceptions to this deadline for reasons of health or other urgent reason will be considered upon formal request to the Superintendent.
- C. Any sabbatical/professional development leave of less than a half year shall be charged as the equivalent of one-half year. Any sabbatical leave of more than one-half year and less than a year shall be charged as the equivalent of one full year leave. However, the District will not grant any leave where the majority of the purpose of the leave is for travel.

- D. Documentation of the purpose of the sabbatical/professional development leave shall be provided in accordance with the following:
 - a. Restoration of health: The employee shall provide a letter from her/his physician describing the health condition necessitating the sabbatical leave. The District may request an examination by a school physician; in this event, the District will provide a list of three physicians from which the employee will select one, and the District will pay the cost of the examination.
 - b. Professional development: The employee shall provide a description of the purpose and general plan of study. In the case of formal college or university study, for a person taking a full-year sabbatical/professional development leave, a minimum of 18 credits must be completed prior to the return to service and, of the 18 credits; a minimum of six credits must be taken during each semester of the school year. For a person taking a one-semester sabbatical/ professional leave, a minimum of 9 credits must be completed prior to the return service and, of the 9 credits, a minimum of 6 credits must be taken during the semester for which the leave was granted.
 - c. Combination reasons: In the case of leaves combining any of the purposes listed above, approval will be based upon an assessment of the particular need and/or purpose and a related balance of the requirements described above.
- E. Following completion of the sabbatical/professional development leave, documentation or a summary shall be provided demonstrating that the purposes for which the leave was granted were met.
- F. In the event that the conditions for professional development, for which the sabbatical/professional development leave was granted, have not been met, the employee shall forfeit the right to all salary/benefits to which he/she would have been entitled, and the District may require the return to the District of any monies expended for salary and benefits for the period of the sabbatical/professional development leave.
- G. In the event of a request for cancellation of a sabbatical/professional development leave, the following shall apply:
 - a. The request must be submitted in writing to the Superintendent no later than March 1 for any leave scheduled to take place during the following school year.
 - b. The letter must contain an explanation of the reason for cancellation.
 - c. An employee who, in two consecutive years, applies for, receives, and then cancels a sabbatical/professional development leave of absence shall, upon approval of a third sabbatical/professional development leave request, be required to take that leave.

IV. DELEGATION OF AUTHORITY

In case a dispute arises concerning approval of the sabbatical/professional development plan under this policy, a review committee will be established that shall consist of the Superintendent, the Director of Human Resources and a WASA member selected by WASA for the purpose of attempting to resolve the dispute and making a recommendation to the Board.

V. REFERENCES

None.